

01 September 2022
SWE/JWe

Dear Parents and Carers

As we approach the start of the new school year, we are looking forward to seeing our students return to working hard in their lessons and being kind towards other students, staff and visitors to the academy.

As part of our transition to an operational all-through community academy we have reviewed a variety of systems and procedures to make sure that they inspire high expectations and standards whilst feeling inclusive so that the needs of our students are met.

Over the course of last year and particularly during Term 6, we listened to feedback from students, staff and parents about our behaviour system and have made some adjustments. The alterations, that will come into effect from the start of term, have been made to ensure that students are ready to learn and that their behaviour allows for transformational teaching and learning to happen in every classroom.

We want to make you aware of the more significant adjustments that are summarised in the following pages. These changes have already been successfully trialled from Reception to Year 6 during Term 6, so these changes primarily affect students in the Middle and Upper School from Years 7 to 11. A full updated academy Behaviour Policy will be shared once this has been agreed by our Academy Councillors.

Over the first week back, we will be holding a series of assemblies to welcome students back to the academy and explain the adjustments to the behaviour and attendance systems to your child. Our Heads of Year, Heads of School and I will welcome feedback from both you and your child with regards to some of the changes to the behaviour system, I would also like to invite you to attend one of our coffee mornings so that we can discuss how we can continue to support your child in school and promote our Work Hard, Be Kind culture. The first three coffee morning dates are: Thursday (0900 – 1000) 14th October, 21st October and 4th November.

Thank you for your on-going support for our all-through community school.

Kind regards.



Simon White
Vice Principal

WORK HARD, BE KIND

PRINCIPAL: MISS K OGDEN | CEO: MR STEVE TAYLOR | BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT
TEL: 0117 9927127 | EMAIL: KOA.PRINCIPAL@CLF.UK | WEBSITE: WWW.KINGSOAKACADEMY.ORG.UK

Our new 'Ready to Learn' system:

At King's Oak Academy, every student in every class is expected to *Work Hard, Be Kind* and show they are 'Ready to Learn' by:

- Being in the **Right Place** at the **Right Time**
- Wearing their uniform correctly and with pride
- Valuing their own learning and that of others
- Showing respect towards themselves, others and the environment
- Contributing positively to our community

Staff will ensure that students are 'Ready to Learn' by:

- Caring personally for the health and wellbeing of our students.
- Being consistent in their expectations of students and communicating these clearly using the 'modes of learning' (Eyes on me, Discussion, Individual learning, Exam conditions).
- Dealing with off-task and unacceptable behaviour in an emotionally literate way and following the school policy
- Planning lessons which aim to meet the needs of students
- Modelling and promoting appropriate behaviour at all times
- Building positive relationships with students
- Celebrating success with our students
- Recognising and learning from our mistakes.

Parent/carers will ensure that students are 'Ready to Learn' by:

- Ensuring that students are physically ready through a good nights' sleep and eating breakfast
- Supporting students in having the correct uniform and equipment for school
- Supporting students to attend school on time every day unless they are seriously unwell, ensuring that they are collected at the end of the day on time or have suitable, safe arrangements to get home.
- Communicate any concerns of important information to the school

Classroom culture and behaviour for learning

Students, Parents and teachers have told us that that they want the behaviour system adjusted so that it:

- Is clear and consistently applied.
- Has clear consequences for students who disrupt the lesson for others.
- Allows teachers to deal quickly and effectively with misbehaviour.
- Allows students opportunities to re-focus and correct their behaviour.
- Keeps students in school and learning as much as possible.
- Allows for clear communication between teachers and parents about any removal from lessons.

The **revised behaviour system** will continue to allow students the opportunity to respond to 2 warnings and make more positive choices to engage with their learning. Teachers will use a range of behaviour management techniques to remedy negative student behaviour. Where students choose to continue to behave poorly, which impacts on their learning, the learning of others or the safety of themselves, other students or members of staff, teachers will follow the steps below, which may result in their removal from classroom learning to work separately in either the Middle or Upper School Reflection room (Y7-11).

WORK HARD, BE KIND

PRINCIPAL: MISS K OGDEN | CEO: MR STEVE TAYLOR | BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT
TEL: 0117 9927127 | EMAIL: KOA.PRINCIPAL@CLF.UK | WEBSITE: WWW.KINGSOAKACADEMY.ORG.UK

Recognise

Staff will give clear explanations of their expectations in lessons, including **setting the mode of learning**. This mode will be either 'Eyes on me' (listening to another member of the group), Discussion (talking about the work in a pair or small group), Independent Learning (working quietly) or Exam conditions (working in complete silence – Y5-11). To set this mode, staff will give a clear countdown (e.g 3...2...1, Eyes on me).

As part of setting the mode, staff will recognise students who don't appear ready to meet these expectations. This could be done through non-verbal signals such as a finger to the lips, or whole-group corrections e.g. "I'm waiting for 3 more people who aren't yet ready to learn".

Where a teacher recognises an individual in need of support (more commonly in younger children) they may speak to them individually.

Possible Teacher Response:

"X, I can see that you are not quite ready to learn...are you okay? (rhetorical) / Do you need help?"

"I can see you are feeling..." "I wonder how we can help you to ..."

Warning stage	Year R-6 Action	Year 7-11 Action
1) Remind	<p>The student receives a 'reminder' (1st warning) for not engaging in learning, distracting themselves or others or defiance.</p> <p>Suggested script: <i>"X, this is warning for"</i> <i>"I...We...You... I expect to see (behaviour), we are showing (behaviour), you need to be showing (behaviour) to be ready to learn for you and others."</i></p>	
2) Refocus	<p>The child is told they need to refocus and should calm down or work (supervised) in a different location within the classroom/learning environment.</p> <p>Suggested script: <i>"X, we gave you a warning for.... It is not necessary for you to have to refocus. This means you will need to move to (new location)."</i></p>	<p>The teacher will decide whether the student should refocus within the classroom, or stand outside for a refocusing conversation before welcoming the student back into the classroom. The teacher may ask the student to continue learning in a different seat to avoid further distraction.</p> <p>Suggested script: <i>"X, I gave you a warning for... you therefore need to 'refocus' outside the classroom door. I will come and talk with you in xx mins to help you refocus so that you can continue your learning with our class."</i></p>

WORK HARD, BE KIND

PRINCIPAL: MISS K OGDEN | CEO: MR STEVE TAYLOR | BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT
 TEL: 0117 9927127 | EMAIL: KOA.PRINCIPAL@CLF.UK | WEBSITE: WWW.KINGSOAKACADEMY.ORG.UK

3) Reflection	<p>Lose time to reflect: The child will lose minutes of playtime to 'reflect'. This is limited to 5 minutes. Suggested script:</p> <p>"X, After the refocus, you have continued to ... As a result you will stay in for playtime for 5 minutes to reflect on your behaviour".</p> <p>Move and Reflect Later: Depending on the behaviour shown, the student may be removed from the classroom to spend time in another classroom. A record of this is noted by the Class Teacher. The student will spend time in 'reflection' at lunchtime with the Senior Leadership Team (SLT). Suggested scripts:</p> <p>"X, You have continued to ... You will now go toclassroom to continue your learning or speak to the teacher about your behaviour. "As a result, you will have to spend time reflecting on your behaviour at lunchtime with (Principal or member of SLT)"</p>	<p>Remove and Reflect: The student will be told to leave the classroom and spend time in the Middle or Upper School (age dependent) Reflection Room. The student will work in Reflection until 20 minutes into the next social time:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Time sent to reflection</th> <th style="text-align: left;">Time out of reflection</th> </tr> </thead> <tbody> <tr> <td>Period 1/2</td> <td>After morning break</td> </tr> <tr> <td>Period 3/4</td> <td>After 20 minutes of lunch</td> </tr> <tr> <td>Period 5/Tutor</td> <td>3.30pm</td> </tr> </tbody> </table> <p>In Reflection, the student will be given literacy / numeracy work to complete (unless sent with work by their class teacher). The class teacher is encouraged to speak with the student to Rebuild the learning relationship at the upcoming breaktime.</p> <p>Suggested scripts: <i>"X, You have continued to ... You will now go to Reflection to continue your learning and reflect on your behaviour"</i></p> <p>The parent/carer will receive an electronic notification to inform them that their child has been sent to Reflection & the student's class teacher will call home within 48 hours.</p> <p>Note: If a student is asked to learn in Reflection twice in one day, they will remain Reflection for the remainder of the day and required to complete an afterschool detention until 4pm. The parent/carer will receive an electronic notification to inform them of this consequence & the student's Head of Year will call home within 24hours to discuss their behaviour.</p>	Time sent to reflection	Time out of reflection	Period 1/2	After morning break	Period 3/4	After 20 minutes of lunch	Period 5/Tutor	3.30pm
	Time sent to reflection	Time out of reflection								
Period 1/2	After morning break									
Period 3/4	After 20 minutes of lunch									
Period 5/Tutor	3.30pm									
<p>Internal Suspension (Rebuild) Following significant incidents (e.g. first vaping incident, rudeness towards staff, refusal to attend reflection) that did not result in an external suspension, the student will be removed from the classroom and spend time 'rebuilding' their behaviours and learning with an academy leader (e.g. Head of Subject, Head of Year, Senior Leadership Team).</p> <p>The parent/carer will receive a phone call to inform them of this consequence and asked to attend either a phone call or face-to-face meeting with the Head of Subject or Head of Year.</p>										

WORK HARD, BE KIND

PRINCIPAL: MISS K OGDEN CEO: MR STEVE TAYLOR | BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT
TEL: 0117 9927127 EMAIL: KOA.PRINCIPAL@CLF.UK | WEBSITE: WWW.KINGSOAKACADEMY.ORG.UK

External Suspension

Following serious incidents (e.g. fighting / structural vandalism / discriminatory language) an external suspension can be issued. Our Exclusions Policy provides further details on the rationale and procedures supporting suspensions.

We will of course also continue to use praise and reward to motivate students. Staff regularly recognise, praise and encourage appropriate behaviour. Examples of rewards include:

- 'Star of the week' awards
- Tutor / Class Points
- Individual achievement points
- Lunch time awards
- Recognition stickers and certificates to highlight and support community prompting for discussion about successful learning
- Verbal recognition, praise and encouragement
- Praise phone calls / postcards home

Start of Day and Lesson Punctuality (Year 7-11 only)

We expect students to be in the Right Place at the Right Time. If a student does not arrive at a lesson our first priority is to ensure that they are safe. On Wednesday afternoons, students from Year 7 – 11 will finish school at 1445 to allow for meetings and mentoring with tutors to take place. Students who have been late to either school or lessons will 'payback' the accumulated lateness between 14:45-15:10 on Wednesday with their tutor. (e.g. 5mins of late marks à Home time = 14:50). Each Wednesday, a text message is sent to parents to notify them that their student has been late to lessons or school and will be attending 'Punctuality Payback' on Wednesday. If a student is found to have truanted beyond the first 10minutes of the lesson or is out of a lesson without the permission of their teacher, they will continue their studies in the Reflection room as outlined above.

Where childcare is an issue, any student unable to leave school at 14:45 on a Wednesday will be able to attend homework club until 15:10.

WORK HARD, BE KIND

PRINCIPAL: MISS K OGDEN | CEO: MR STEVE TAYLOR | BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT
TEL: 0117 9927127 | EMAIL: KOA.PRINCIPAL@CLF.UK | WEBSITE: WWW.KINGSOAKACADEMY.ORG.UK